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18 December 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)  
 SUBJECT: Weekly Report for Week Ending 18 December 1953

1. General

a. Transfer of Motor Pool Functions - (completed item)

On 14 December 1953 the Motor Pool became a function and the responsibility of the Transportation Division, Logistics Office. An Agency regulation will be published in the near future which will establish the procedure to be followed in requesting vehicular support.

2. Staff Items of Interest

a. Project

Previous plans to ship the high pressure fittings and hose by MATS have been cancelled. Arrangements have been made to take advantage of scheduled  flight leaving Andrews Air Force Base for  on 16 December 1953.

b. Briefing for  - (completed item)

the new Senior Representative for  was given a thorough briefing on 14 December 1953 on the functions and responsibilities of the Logistics Office.

3. Administration

a. Action Copies of Dispatches and Cables - (new item)

As a result of a meeting held between the FE Division, Cable Secretariat, and the Logistics Office, it has been agreed that action copies of dispatches and cables regarding routine logistical matters from  Headquarters and  will be assigned to the Logistics Office. The indicator  will be used to indicate such direct action and will become effective on 1 January 1954.

b. Basic Intelligence Course (SUP) - (continued item)

The next Logistics Office presentation in this course will be made during the week of 11 January 1954.

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**SECRET****4. Transportation Division****a. Operational Statistics, Week Ending 17 December 1953 - (continued item)**

- (1) **Tracking Operations:**  
 (a) Tonnage Moved - 15 tons (out of town)  
 (b) Total Truck Mileage - 7,181 miles
- (2) **Cargo Operations:**  
 (a) Total Air Shipments - 29  
 (b) Tonnage Moved - Air - 4.5 tons  
 (c) Total Surface Shipments - 81  
 (d) Tonnage Moved - Surface - 17 tons
- (3) **Personal Property Shipments:**  
 (a) Incoming Personal Property - 28  
 (b) Outgoing Personal Property - 9  
 (c) Incoming Privately-Owned Automobiles - 0  
 (d) Outgoing Privately-Owned Automobiles - 4

**5. Supply Division**

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**a. Daily Transportation to [ ] - (new item)**

Three (3) scheduled trips have been established between Central Building, I Building, Quarters Eye and Alcott Hall to be utilized by personnel in transacting official business and effecting small deliveries between these points and [ ]

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**6. Procurement Division****a. Contract Documents and Requisitions - (continued item)****(1) Contracts**

<u>Contractor</u>	<u>Commodity &amp; Quantity</u>	<u>Dollar Value</u>
[ ]	Nutritional Studies	\$ 52,042.00
	[ ]	15,209.00

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**(2) Requisitions - By Division Branch**

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purchase Order</u>	<u>Total</u>
Brought Fwd.	3	4	111	286	404
Received	16	23	8	124	171
Completed	14	18	15	136	183
Pending	5	9	104	274	392

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**7. Real Estate and Construction Division**

**a. Projects**

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[REDACTED] - Additional Contracts - (continued item)  
Bids have been received from seven (7) companies covering additional work estimated at \$145,080.56. The contract is now in process of discussion with the low bidder. It is anticipated that the contract will be awarded prior to 30 December 1953.

15/

**JAMES A. GARRISON**  
**Chief of Logistics**

LO/SS/ARL:mk (18 Dec. 1953)

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